

RULES OF THE PLANNING COMMISSION
OF
THE CITY OF ANNAPOLIS

Adopted 1994

Section 1. The objectives, purposes and duties of the Planning Commission of the City of Annapolis (the "Commission") are those set forth in Article 66B of the Annotated Code of Maryland ("Article 66B") together with the objectives, purposes and duties delegated to the Commission by the City Council of the City of Annapolis.

OFFICERS

Section 2.1. The officers of the Commission shall consist of a Chair and a Vice Chair.

Section 2.2. The Chair shall preside at the meetings and hearings of the Commission and shall have the duties customarily conferred upon a presiding officer. The Chair shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 2.3. The Vice Chair shall be the presiding officer in the absence of the Chair.

SECRETARIAL ACTIVITIES

Section 3. Pursuant to Section 3.04 of Article 66B, the Commission delegates to the Planning and Zoning Director of the City of Annapolis the responsibility to designate staff of the Planning and Zoning Department to perform the following duties and responsibilities:

- a. Prepare an agenda for each meeting in consultation with the Chair and forward it to the members of the Commission at least seven days prior to the meeting.
- b. Provide notice of meetings to Commission members and forward copies of materials to be considered at the meetings to Commission members.
- c. Keep a record of the proceedings of the Commission.
- d. Be the custodian of the records of the Commission.
- e. Receive any submissions, applications, correspondence, communications or other material forwarded to the Commission.
- f. Arrange for notice of public hearings and notify interested parties of Commission actions as authorized by the Commission.

ELECTION OF OFFICERS

Section 4.1. The officers shall be elected by the Commission at the first meeting each year.

Section 4.2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year. No person shall hold the office of chair for more than two consecutive terms.

Section 4.3. Vacancies in offices shall be filled by the Commission at any meeting.

MEETINGS

Section 5.1. Pursuant to Section 3.03 of Article 66B, the Commission shall hold at least one meeting each month. The regular monthly meeting of the Commission shall be on the first Thursday.

Section 5.2. All items submitted for consideration by the Commission shall be in complete and final form. No items submitted less than two weeks prior to a meeting shall be placed upon the agenda except upon express approval by the Commission at the meeting.

Section 5.3. The official date of receipt of any matter presented to the Commission shall be the date of the first meeting at which the matter is considered. A period established by law during which the Commission is required to consider a matter shall commence on the official date of receipt.

Section 5.4. The Chair shall determine the agenda for each meeting. No item shall be placed upon the agenda until the Chair has determined that:

- a. The materials required to be submitted are complete; and
- b. The type of action proposed or requested will be in conformity if the action proposed or requested is ultimately granted or approved.

Section 5.5. Four members of the Commission shall constitute a quorum. Actions of the Commission shall be by a majority vote.

Section 5.6. Special meetings may be called by the Chair or by a majority of the Commission, providing not less than 24 hours notice by writing or telephone is given to each member of the Commission.

Section 5.7. The regular meeting site of the Commission shall be the City Council Chamber but other sites may be utilized in the discretion of the Commission.

ORDER OF BUSINESS

Section 6. The order of business shall be as follows:

- a. Call to order
- b. Roll call
- c. Approval of agenda
- d. Presentation of matters submitted for Commission action including public hearings and deliberations
- e. Unfinished business
- f. New business
- g. Communications
- h. Approval of minutes
- i. Adjournment

PUBLIC HEARINGS

Section 7. The Commission shall hold public hearings as required by law. In addition, the Commission may at its discretion hold public hearings when the Commission deems the hearings to be in the public interest.

PARLIAMENTARY AUTHORITY

Section 8. Robert's Rules of Order Newly Revised shall be the parliamentary authority of the Commission except where superseded by law or by these rules.

AMENDMENTS

Section 9. These rules may be amended by a majority vote of the entire membership of the Commission.

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